



City of Lake Helen City Commission Agenda

*October 11, 2018 at 7:00pm
City Hall City Commission Chambers
327 S. Lakeview Drive, Lake Helen, Florida 32744*

CALL TO ORDER: Mayor Daisy Raisler

CEREMONIAL MATTERS: Legislative Prayer and Pledge to the Flag

BUSINESS OF THE COMMISSION:

ITEM 1: Additions, Deletions and Modifications to the Agenda

ITEM 2: Recognitions, Proclamations and Presentations:

Item 2a: Recognitions:

- 1) Recognition of visiting candidates for office (2018 Election Cycle)
- 2) Resolution 2018-18 City Government Week
- 3) Resolution 2018-19 Dorothy Hukill

Item 2b: Proclamations:

- 1) Proclamation: Red Ribbon Week
- 2) Proclamation: 140th Birthday of Lake Helen

Item 2c: Presentations:

- 1) Florida League of Mayors Assistant Executive Director Linda Bridges to present the City of Lake Helen a grant check as the Catalyst Grant Winner in the amount of \$1,500
- 2) Water Rates – Finance Manager, Jason Lawrence

Item 3: Public Forum:

This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers must approach the podium, give name and address.

Item 4: Monthly Reports:

- Item 4a: Events Coordinator
- Item 4b: Finance Manager and Capital Improvements
- Item 4c: Police Chief and Code Compliance
- Item 4d: City Attorney
- Item 4e: Interim City Administrator

Item 5: Commission Consideration: Consideration of Appointment to Personnel Review Board

City of Lake Helen City Commission Agenda

Item 6: Commission Discussion / Reports

Item 6a: Lake Helen Villa Water Reconciliation

At the September 19, 2018 Special Meeting, the City Commission discussed the reconciliation process for the Lake Helen Villa Water Account. An Advertisement was placed in the West Volusia Beacon Newspaper requesting bids for the reconciliation. Three responses were received (attached). The Lake Helen Villa management team would also like to discuss future opportunities of water billing and water conservation with the City Commission.

Item 6b: October Workshop – October 25, 2018 Discussion Items

At the September 19, 2018 Special Meeting, the City Commission agreed to monthly workshops/special meetings. The next workshop is set for October 25, 2018. Request the City Commission discuss the topics to be included on the workshop agenda.

Discussion items:

1. Commissioner Woods Presentation on Florida Department of Transportation's Florida Traffic Online Web Application
2. Cassadaga Water Acquisition
3. March 2019 Volusia League of Cities Dinner in Lake Helen

Item 6c: Tony Troy Award

The Historic Preservation Board made a motion at its October 2, 2018 meeting to recommend the City Commission approve an annual award called the Tony Troy Award. The award would be for new builds or major renovations within the City of Lake Helen that emulate the character and goals of the City. The Tony Troy Award would be presented in April or May annually (to be near Tony Troy Day on May 4th). The Historic Preservation Board has volunteered to make recommendations and present those recommendations to the City Commission.

Item 6d: Commissioner Tom Wilson, Zone 1

Item 6e: Vice Mayor Vernon Burton, Zone 2

Item 6f: Commissioner Michael Woods, Zone 3

Item 6g: Commissioner Jim Connell, Zone 4

Item 6h: Mayor Daisy Raisler

ITEM 7: Consent Agenda

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. The Mayor will ask if there is anyone in the audience who wishes to speak on any item on the Consent Agenda.

Item 7a: Approval of Board Meeting Minutes:

Request the Commission approve the minutes from the following Meetings:

- 1) September 13, 2018 Regular Meeting
- 2) September 13, 2018 Final Budget Hearing
- 3) September 19, 2018 Special Meeting

Item 7b: Acceptance of Bills paid through September 30, 2018

Request the Commission accept the bills paid report through September 30, 2018.

Item 7c: Consideration of Agreement with Ariel Faith – for Design Consultant Services

Request the Commission approve the agreement with Ariel Faith for Design Consultant Services.

Approval includes waiving the purchasing policy and bid requirements and entering into an agreement with Ariel Faith-Robinson (as described in the attached scope of work).

Item 7d: Consideration of Agreement with Ariel Faith – for Pattern Book

Request the Commission approve the agreement with Ariel Faith for the Pattern Book.

City of Lake Helen City Commission Agenda

Approval includes waiving the purchasing policy and bid requirements and entering into an agreement with Ariel Faith-Robinson (as described in the attached scope of work).

Item 7e: Consideration of Agreement with Ray Jarrett for Services as a Certified Arborist

Request the Commission approve the agreement with Ray Jarrett for Services as a Certified Arborist.

Item 7f: Consideration of Resolution 2018-04 FY 2017-2018 Budget Adjustments

Request the City Commission approve Resolution 2018-04 revises the FY 2017-2018 budget.

Item 7g: Consideration to authorize Mayor Raisler to execute the letter to approve allocation Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide funds

Requests the City Commission authorize the Mayor to sign the attached letter approving the allocation of the FFY 2016/17 share of the Edward Byrne Memorial Justice Assistance Grant (JAG). Grant regulations require approval of the funding distribution by the majority of all local governments within the county.

Item 7h: Consideration to authorize Mayor Raisler to execute the FY 2018/2019 CDBG Agreement

In April, the City Commission held a Public Input Hearing for the Development of the 2018/2019 Community Development Block Grant (CDBG) Annual Plan. After receiving direction from the public and the City Commission, staff applied for \$100,000 for repaving of Pleasant Street from Michigan Avenue to E. Ohio Avenue and repaving of Macy Avenue and Water Street. The city has been awarded these funds and requests authorization for agreement execution.

Item 7i: Consideration of ECT Task Orders

Commission consideration to approve the attached ECT task orders for Tangerine Drainage, Lemon Avenue Waterline as well as Street Paving (dirt roads).

Item 7j: Consideration of Amendments to the Tyler Financial Software Agreement

Commission consideration to approve the attached amendments to the Tyler Financial Software Agreement. These amendments correct minor issues in the original agreement.

Item 7k: Public Works Facility Update

Monthly update of the status of the new facility for Public Works. The building has received its Certificate of Occupancy and final expenditures will be available at the November Meeting. As of September 30, 2018, the actual cost is approximately \$147,429.19 with over \$49,421.48 received in donations. An open house is tentatively set for November 3, 2018.

Item 8: Public Hearings:

Item 8a: QUASI-JUDICIAL – CERTIFICATE OF APPROPRIATENESS:

The Historic Preservation Board at its regular meeting on October 2, 2018 used the criteria set forth in the City of Lake Helen Land Development Code to review the completed applications and accompanying submittals.

Staff requests the City Commission execute the attached Certificate of Appropriateness for each application. All parties shall be given the opportunity to present evidence through documents, exhibits, testimony, or other means. All parties shall be given the opportunity to rebut evidence through cross-examination or other means. The applicants will be responsible for recording the executed Certificate of Appropriateness with the Volusia County Clerk of Court.

Item 8a(1): Certificate of Appropriateness for New Single Family Residence at 374 W Park Street

Item 8a(2): Certificate of Appropriateness for New Single Family Residence at 351 W Delaware Ave

Item 8b: LEGISLATIVE – Second and Final Reading of Ordinance 2018-09 Annexation for Laura and Arthur Winkle at 100 North Avenue

Consideration of Annexation for Laura and Arthur Winkle at 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 8c: LEGISLATIVE Second and Final Reading of Ordinance 2018-10 Future Land Use Map Amendment for Laura and Arthur Winkle at 100 North Avenue

Consideration of Future Land Use Map Amendment (Small Scale) for 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 8d: QUASI-JUDICIAL Second and Final Reading of Ordinance 2018-11 Rezoning for Laura and Arthur Winkle at 100 North Avenue

Consideration of Rezoning for Laura and Arthur Winkle at 100 North Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 8e: LEGISLATIVE Second and Final Reading of Ordinance 2018-12 Annexation for Francis Malinowski at 1025 Ohio Avenue

Consideration of Annexation for Fran Malinowski for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 8f: LEGISLATIVE Second and Final Reading of Ordinance 2018-13 Future Land Use Map Amendment for Francis Malinowski at 1025 Ohio Avenue

Consideration of Future Land Use Map Amendment (Small Scale) for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 8g: QUASI-JUDICIAL Second and Final Reading of Ordinance 2018-14 Rezoning for Francis Malinowski at 1025 Ohio Avenue

Consideration of Rezoning for Fran Malinowski for 1025 Ohio Avenue. The Planning and Land Development Regulation Commission reviewed this at their regular meeting on August 27, 2018 and recommended approval. The City Commission approved the first reading on September 13, 2018.

Item 9: Closing Remarks / Adjournment

NOTICE:

In accordance with Section 284.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk prior to the beginning of the meeting. These forms are available at the front table or through the City Clerk for your convenience.

In accordance with the Americans with Disabilities Act and Section 284.24, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (384) 228-2358, no later than one business day before the meeting.